Match Waiver REQUEST Sample Letter

Organization’s Letterhead

Date

To: DPS Program Manager

Address

RE: Match Waiver Request for Federal Grant number 20xx-XX-XX-####

Dear Program Manager:

In reference to:

Federal Grant number: 20xx-XX-XX-####

Name of Organization:

Subgrant Number:

Project Period:

TOTAL Award Amount:

Match required (before waiver):

Applicant can meet: $ amount

Applicant Requests to be waived: $ amount

Percent of Waiver request: amount %

Justification:

Sincerely,

Qualified signatories

Executive Director, President, CFO, CEO